

Alverno College NETWORK USER NAME CHANGE REQUEST



INSTRUCTIONS:

- ✓ Complete this form and return a copy to the Computer Center front desk or the Tech Services mail drawer. If you prefer, you may email your completed electronic form to helpdesk@alverno.edu
- ✓ When we receive your completed form, we will contact you to schedule the changeover date/time
- ✓ A copy of this form, showing your new network user name and email address, will be returned to you after the changes are processed

Contact the Tech Services Help Desk at 414-382-6700 or email helpdesk@alverno.edu if you have questions.

PLEASE PRINT:

Former Name:

First Name: _____ Middle Initial: ____ Last Name: _____

Alverno ID number (ex: 0123456) _____

Current network user name (ex: smithje): _____

New Name:

First Name: _____ Middle Initial: ____ Last Name: _____

Phone number (will be used to contact you for scheduling changeover date/time): _____

Department: _____
(faculty/staff only)

Signed: _____ Date: _____

IMPORTANT NOTES: This form will change your Alverno network user name and your Alverno email address.

Colleague / DDP / IOL / Moodle: Your user name for Colleague, DDP, IOL, and Moodle will also be changed.

Email: Any current read or unread email will be available in your email inbox after your name change is processed. When we change your user name, you will only be able to receive email sent to your old email address for a period of two (2) weeks. Any email sent to your old email address after that date will be returned to the sender as undeliverable. **You are responsible for notifying others of your new email address.**

TO CHANGE YOUR NAME ON OFFICIAL COLLEGE RECORDS, E.G., PAYCHECKS, STUDENT TRANSCRIPTS, USE THE UPDATE NAME AND ADDRESS LINK IN IOL.

FOR TECH SERVICES USE ONLY

New Username: _____ **Password:** Same as before **Changeover date/time:** _____

New Email address: _____@alverno.edu

Email will no longer be delivered to old address as of: _____

<input type="checkbox"/> Request completed	By: _____ On (date): _____
<input type="checkbox"/> Old Email Alias removed	By: _____ On (date): _____